

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 7/8/2003	EMS 7/8/2003	EMS 6/24/2008	DGC 6/27/2006

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Revision no. 1

### 4.4.12 Documenting Structure and Responsibility

*This is a printed copy of the original and will not be kept up-to-date.*

**Persons responsible:**

**Areas of application:** Department of Public Works and Utilities Shop Complex

**Date of issue:** 6/27/2006      **Effective until date:** 6/24/2009

**Warning!** ☒ The information in this document may be out of date and should be reviewed.

**Document location:**

**Distribution list:**

**Current revision no.:** 1

#### Revision schedule

Rev. no.	Date	Description
1	6/27/2006	changed 4.4.11 to read 4.4.13

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### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to establish practices related to the definition, documentation and communication of roles, responsibilities and authorities within the environmental management system to ensure effective execution for environmental performance associated with the City of Williamsburg Public Works and Utilities Department.

### 2.0 SCOPE

- 2.1 This procedure is responsive to Element 4.4.1, Structure and Responsibility, of the ISO 14001 1996 standard and covers operations of the Department of Public Works and Utilities .

### 3.0 RESPONSIBILITIES

- 3.1 It is the responsibility of the City of Williamsburg Director of Public Works and Utilities to assign qualified individuals to fulfill these duties. The Director of Public Works & Utilities will also:
- 3.1.1 Assigning the necessary resources to ensure the implementation and control of the EMS. Resources include human resources and specialized skills, technology and financial resources;
  - 3.1.2 Reviewing and endorsing the Structure and Responsibility document for the Department of Public Works and Utilities; and
  - 3.1.3 Assigning a specific Management Representative, with oversight responsibilities and reporting EMS progress to the top management of the City of Williamsburg.
- 3.2 The EMS Team will be responsible for defining, documenting and communicating roles and responsibilities to ensure development, implementation and maintenance of the EMS and aligning its elements with existing management structure and responsibilities. The EMS Team will also be responsible for the following:
- 3.2.1 Ensuring that a current copy of the Structure and Responsibilities is maintained in the EMS files;
  - 3.2.2 Maintaining section 4.4.13-1 Structure and Responsibility in Green Ware or equivalent; and
  - 3.2.3 Updating the section 4.4.13-1 Structure and Responsibility annually, or as appropriate.
- 3.3 The EMS Team will identify and document section 4.4.13-1 Structure and Responsibility in Green Ware or equivalent.

### 4.0 DEFINITIONS

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

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#### 5.0 PROCESS

- 5.1 Specific responsibilities associated with each objective and target will be identified and documented in the relevant management program section 4.4.13-1 Structure and Responsibilities of Green Ware or equivalent. The identification and documentation will be conducted by the EMS Team with the assistance of the designated members.
- 5.2 For assistance in determining Structure and Responsibility consult the on screen guidance/instructions in section 4.4.13-1 Structure and Responsibilities of Green Ware and follow the outline for assigning accountability and responsibility.
- 5.3 All employees should know who is responsible for what function, and the key EMS responsibilities should be communicated to the appropriate personnel.
- 5.4 Organizational charts are developed and maintained for the Department of Public Works and Utilities involved in the EMS; and should be updated annually, or as appropriate.

#### 6.0 REFERENCES / RELATED DOCUMENTS

- 6.1 Meeting Minutes
  - 6.2 4.4.13-1 Structure and Responsibility - Chart
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